

BRAC

MEETING PROCEDURES

GUIDELINES and OVERVIEW

MEETING ARRANGEMENTS

Meetings are held in the Spring and Fall. At each meeting BRAC sets the meeting date for the following meeting.

The Highways and Local Programs Service Center, in consultation with the Bridge Preservation Office and Program Management Office, drafts an agenda.

The Chairperson:

1. Sends a letter to all BRAC members confirming the meeting and attaches the meeting agenda.
2. In the Fall, provides new members with a copy of the Spring meeting minutes and the "BRAC Meeting Procedures, Guidelines and Overview," and provides all members with an updated list of BRAC members.
3. Arranges for a place for the meeting.
4. Arranges for coffee, etc.
5. Arranges for someone to take notes.
6. Conducts the BRAC meeting.
7. Formalizes and distributes the meeting minutes.

Bridge Preservation inspects, photographs and catalogs "On and Off" system bridge replacement candidates based on available funding.

The BRAC Technical Committee reviews those bridges selected and inspected to ensure the candidates are of the highest priority statewide.

Following the Technical Committee review and recommendations, Bridge Preservation compiles pertinent data for each bridge to be reviewed and presents the bridge candidates to BRAC at the Fall meeting.

Highways and Local Programs staff compiles and presents all other information to BRAC at the Spring and Fall meetings. The BRAC Technical Committee may be asked to assist in presenting information.

MEETING PROCEDURES

Introduction by the Chairperson.

Opening remarks by Highways and Local Programs.

At the Fall meeting, Bridge Preservation presents the “On and Off” system bridge replacement candidates that are based on sufficiency rating priority from the statewide local agency bridge inventory. All other funding categories may be presented during this meeting as well at BRAC’s discretion.

At the Spring meeting, procedures and policies are discussed. Spring meetings may also include selection of bridge projects for all funding ~~categories~~ categories other than the “On” and “Off” system bridge replacement candidates prepared with the assistance of Bridge Preservation.

Highways and Local Roadways Programs presents candidates to BRAC ~~for these other for selection in all~~ bridge funding ~~category categories~~ selections. These include rehabilitation, seismic retrofit, painting and scour mitigation, including “On” and “Off” system replacement candidates nominated by local agencies ~~that may be considered at the Spring meeting, and may include requests for funds to assist local agencies with special inspections (e.g., UBIT, fracture critical).~~

Highways and Local Programs reports on bridge candidates’ selections of the previous meeting that were modified by the C3R reviews.

BRAC members review the bridge candidates in each of the funding categories and select the highest priority candidates to recommend to the Assistant Secretary for Highways and Local Programs for funding.

The Chairman may, but is not obligated, to accept comments from meeting attendees other than BRAC members.

The meetings are quite informal and “Robert’s Rules of Order” are not strictly followed. Generally discussions are held to reach consensus and then a motion is formally approved. This has worked effectively as long as the BRAC members help in the process.

BRAC members may propose additional agenda items when the agenda is reviewed at the beginning of the meeting. Also, near the end of the meeting the floor is opened for items of discussion not covered by the agenda.

A date is set for the next meeting and the meeting is adjourned.

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BRAC GUIDELINES

BRIDGE REPLACEMENT ADVISORY COMMITTEE

The Bridge Replacement Advisory Committee (BRAC) and the BRAC Technical Committee were established by the Department in 1975.

BRAC is composed of nine voting members: three state engineers, three county engineers, and three city engineers. The state, the counties and the cities also each have a non-voting alternate member who can participate in discussions but can only make motions and vote when one of their three voting members is absent. Voting members cannot have any other person be an alternate for them.

State engineers serving on the committee represent the following WSDOT areas: Bridge Preservation Office of the Bridges and Structures Branch of the Environmental and Engineering Service Center, the Program Management Office of the Planning and Programming Service Center, and the Highways and Local Programs Service Center. The Engineer from Highways and Local Programs serves as the BRAC chairperson. WSDOT engineers serve indefinite terms. The Assistant Secretary for Highways and Local Programs appoints the alternate WSDOT member. In the event the Highways and Local Programs Engineer cannot Chair the meeting, the state alternate member will be the acting Chairperson.

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~~The engineers-embers~~ from the counties are appointed to BRAC by the Executive Committee of the Washington State Association of County Engineers.

~~The engineers~~Members from the cities are appointed to BRAC by the Association of Washington Cities.

Members appointed from the cities and counties serve for four years, with the first year as an alternate -member and the next three years as a voting member. ~~Their T~~erms ~~expiration is~~are at the end of June and is staggered so that ~~only~~ one city and county ~~term~~inate each year-expires-per-year. The selected member must be a licensed professional engineer and preferably have a structural background. Insofar as possible, the counties and cities each have two members from east and two members from west of the Cascade Mountains appointed to their four positions.

In the event that a member leaves office prior to the end of their term, the person serving one year less than the person leaving, fills the vacated position and accepts the vacated positions expiration date. Each position below will also advance forward and accept the new expiration date. Alternate(s) will be appointed and appropriate expiration dates will be assigned.

BRAC serves as an advisory committee to the Assistant Secretary for Highways and Local Programs. BRAC is responsible for reviewing bridge candidates for each of the funding categories and for selecting and recommending those with the highest priority for financing with federal Highway Bridge Replacement and Rehabilitation Program (HBRRP) funds to the Assistant Secretary. BRAC also recommends policies and procedures for administering the local agency bridge program to the Assistant Secretary.

Prior to the Fall BRAC meeting, the Chairperson reviews the funds expected to be available for the local agency bridge program and prepares a recommendation to BRAC as to how these funds are to be allocated to each funding category. Currently approved categories include: -replacement, rehabilitation, seismic retrofit, scour mitigation, painting, and special high cost inspections. By ~~May~~March 1 the Chairperson -informs Bridge -Preservation of the projected funding level for which “On” and “Off” system bridge replacement candidates will be selected. Bridge Preservation then proceeds to inspect bridge candidate as selected by the following criteria:

- Bridges with a sufficiency rating less than 60
- Screen out all bridges that have been:

- Funded for replacement or rehabilitation
 - Rehabilitated within the last 15 years
 - Eliminated or put on hold until a certain year by the local agency owner
 - Does not meet FHWA's definition of a public bridge
 - Inspection Frequency for "Normalizing" is three years
 - All codes affecting the Sufficiency of the bridges will be reviewed and changed to reflect the views of the Bridge Preservation inspector.
 - Review the codes with the Highways & Local Programs Bridge Engineer prior to the Technical Committee meeting.
 - Prepare a presentation for the Technical and BRAC committees including a photo slide show and a review book for all members with data, comments and photos.
- s-and-The final list of bridges, using a sum of the local agency estimated replacement costs, review sufficiency ratings for will be approximately twice as many bridges as will be selected funds available for replacement. The list will be in Sufficiency Rating ascending order and all candidates must be SD or FO.

After reviewing the candidates presented by -Bridge Preservation, BRAC selects those bridges that have the highest priority for replacement and recommends them to the Assistant Secretary for Highways and Local Programs for funding. Available and anticipated HBRRP funding levels determine the number of selections made at the meetings. With ~~the~~ concurrence of FHWA, a single listing of "On" and "Off" system bridge replacement candidates ~~are~~ will be presented to BRAC for selections. If needed to fulfill federal percentage of funds for Off-system bridges, Highways and Local Programs will identify the need to have separate candidate lists for Off-system and On-system selections. BRAC's intent is to maintain a program of bridge projects for all funding categories approximately three years in advance of funds available for obligation.

Highways and Local Programs solicits nominees from local agencies for the other categories of bridge funding: rehabilitation, seismic retrofit, scour mitigation, painting, and special inspections. Highways and Local Programs may also solicit "Off" or "On" system bridge replacement nominees for BRAC selections at a Spring meeting. Notice is given, for each category, of the amount of funds to be used at the BRAC meeting at which projects are to be selected. Highways and Local Programs compiles bridge data and presents the information to BRAC. Candidates nominated by local agencies for each category are reviewed by the BRAC Technical Committee, and their evaluation is presented to BRAC.

All selected replacement and rehabilitation candidates are subject to a C3R review, unless Highways and Local Programs staff feel there is sufficient data to prudently determine the appropriate design, including any deviations, for a project candidate. 3CR stands for closed/repair/rehabilitate/replace. Candidates for seismic retrofit, scour mitigation and painting are reviewed as recommended by BRAC or as deemed prudent by Highways and Local Programs. A C3R review, or re-review because of changed conditions, can also be requested by a Local Agency, the State or FHWA. Upon completion of the review, Highways and Local Programs staff obtains funding approval of the selected projects from the Assistant Secretary and, without further BRAC discussion, administers the approved projects. Highways and Local Programs advises BRAC of the disapproval of projects selected for funding.

Emergency work that is eligible for HBRRP funds can be authorized by the Assistant Secretary for Highways and Local Programs without calling a special meeting of BRAC. The emergency work will be presented to BRAC for information at the next scheduled meeting.

BRIDGE INSPECTION COMMITTEE

The ten members of the Bridge Inspection Committee (BIC) is composed of ~~XX-FHWA,~~ state, county and city staff-members who have detailed knowledge of bridge inspection procedures. The Highways and Local Programs Bridge Engineer is the chairperson and recommends m-Members ~~are recommended by the Highways and Local Programs Bridge Engineer and to be~~ appointed by the Assistant Secretary for Highways and Local Programs. BIC periodically reviews and updates the Washington State Bridge Inspection Manual and related processes and procedures for performing the local agency bridge inspection program.

Bridge Preservation is responsible for ~~the-all NBIS~~ state bridge inspection ~~program-data~~ and ~~the~~-sufficiency rating derivation. Local agencies submit inspection data used to determine sufficiency ratings for their structures to the Bridge Preservation Office. Bridge Preservation compiles and ~~-submits thiese-~~data to FHWA as part of the National Bridge Inspection Standards (NBIS). NBIS ~~-requires~~ bridge inventory data on a national

basis for use by FHWA in administering the federal bridge program. For the Fall BRAC meetings, Bridge Preservation reviews and reevaluates the ratings of bridges prior to the time of replacement projects selections by BRAC. This is intended to ensure a uniform application of the rating system of all bridges being brought before BRAC. The Highways and Local Programs Bridge Engineer is responsible for annually conducting training sessions ~~on bridge inspection and rating procedures for local agency personnel.~~

BRAC TECHNICAL COMMITTEE

The BRAC Technical Committee is composed of three members: one state engineer, one city engineer, and one county engineer, all of whom are registered professional engineers with a structural endorsement background. The chairperson of the technical committee is a Bridge Preservation Office staff engineer appointed by the WSDOT Bridge and Structures Engineer. The ~~other two other~~ members are appointed by the Assistant Secretary for Highways and Local Programs after consultation with the Washington State Association of County Engineers and the Association of Washington Cities. One is from the cities and one from the counties. All members serve indefinite terms. ~~A representative from~~ The Highways and Local Programs Bridge Engineer is present at the meetings of the technical committee to provide supporting information or to present candidates for technical committee review.

The technical committee reviews all candidates on the bridge replacement, rehabilitation, seismic retrofit, scour mitigation and painting selection lists prior to the BRAC meeting to ensure that the bridges to be presented are high priority. The technical committee also has the responsibility to review and arbitrate significant differences in sufficiency rating produced by local agencies and those produced by Bridge Preservation, prior to the consideration of such candidates by BRAC.

BRAC may request the assistance of the technical committee for guidance and support in developing criteria, ranking or rating formula, and processes and procedures for administering the federal local agency bridge program.

In April all local agencies having bridges which are under consideration for funding at the Fall BRAC meeting receive letters informing them that their bridge is a possible candidate for HBRRP funding. The letters also include a request for an updated

preliminary cost estimate, basic data related to the design of the bridge, an assessment of other alternatives to replacement, and for confirmation of the agencies' desire and ability to schedule the project for early completion if it is selected.

The responses from the local agencies together with ~~slides-photographs~~ and other data, are presented by Bridge Preservation to BRAC at the Fall meeting. Each bridge candidate is ranked according to its sufficiency rating. Supporting data for each bridge includes ADT, year constructed, life expectancy, structural condition, location, evaluation by the technical committee, and any other available data which will aid the advisory committee in its decision upon the candidate's suitability for funding.

The bridge inspection program, which supports the BRAC selection process, is also funded from the HBRRP. Routine bridge inspections and inventory is financed by local or state agency funds. ~~Inspections for cities under 5,000 population are funded with HBRRP funds with the state match picked up by Highways and Local Programs. Starting in year 1999~~2000,;

- Inspections for cities, with populations under 5,000, are conducted by the respective counties.
- ~~HBRRP also Highways and Local Programs will~~ provides ~~80 percent of all~~ the funds needed by all local agencies to conduct high cost inspections including:
 - Under Bridge Inspection Truck (UBIT)-)
 - and fracture-Fracture critical-Critical
 - inspectionsUnder Water

This is a new program and is currently being negotiated with respective WSDOT offices and local agency bridge owners for mutual agreement on the final program. An update will follow when the program is completed.~~The 20 percent match to these federal funds are provided by the local agency.~~